

ASC

ACQUISITION SUPPORT CENTER

# Army Acquisition Logistics and Technology Workforce Your Roadmap to Success!



ACQUISITION SUPPORT CENTER  
NORTHEAST REGION

# PURPOSE

- Provide overview of Army Acquisition, Logistics & Technology Workforce (AL&TWF)
- Current State of the AL&TWF
- Training Opportunities and Programs
  - Available Tools
  - Roles and Responsibilities
- What's New at DAU?
- Looking Towards the Future

# DEFENSE ACQUISITION WORKFORCE IMPROVEMENT ACT (DAWIA)

- Congress enacted DAWIA – Nov 1990
- Recognized acquisition as a professional career field
- Identified career paths for military and civilians
- Established policies for effective management of the

Acquisition &

Technology Workforce:

- Army Acquisition Corps (AAC)
- Acquisition Career Program Boards in each Military Department
- Central management of some acquisition positions
- Education, training, & experience requirements for acquisition positions
- Defense Acquisition University (DAU)

# OBJECTIVES

A technically competent Acquisition and Technology Workforce responsive to current and future needs of the Warfighter

A clearly defined environment which supports and encourages career progression and leader development at all levels

**Career Program Development**

**Army Acquisition Career Development**



*How do you affect their growth*

# ACQUISITION LOGISTICS AND TECHNOLOGY WORKFORCE ASSIMILATION

The AL&TWF is made up of civilian and military professionals who work throughout the life cycle of a system (i.e., “Cradle-to-Grave”).

Prior to FY 01	FY 02 and beyond
Military: 2,000	Military: 1,800
Civilian: 23,000	Civilian: 56,000

- A 131% growth in the AL&TWF since FY01
- Additional growth anticipated
- Facilities Engineering and Science and Technology Management Career Fields

## Current top 10 by population

- |                                    |  |  |
|------------------------------------|--|--|
| 1. Army Materiel Command           | 5. U.S. Army Medical Research & Materiel Command | 8. U.S. Army Space and Missile Defense Command       |
| 2. U.S. Army Corps of Engineers    | 6. U.S. Army Forces Command                      | 9. U.S. Army Reserve Command                         |
| 3. U.S. Army Test & Evaluation CMD | 7. U.S. Army Training and Doctrine Command       | 10. Other Field Operating Agencies of the Army Staff |
| 4. Acquisition Support Center      |  |  |

(OA - 22)

# REGIONAL CUSTOMER SERVICE OFFICE FUNCTIONS

**Assistant Secretary of the Army  
(Acquisition, Logistics & Technology)**

**Director Acquisition Career Management**

**DDACM/ Acquisition Support Center Director**  
*COL Fuller*

**Acquisition  
Management Branch**

**NC Region**  
*Sandy Long*

**NE Region**  
*Kelly Terry*

**Southern/Western Region**  
*Maxine Maples Kilgore*

Primary DACM Representative in Regions  
Senior Leadership Interface  
Acquisition Career Experience Program  
Certification Processing  
Corps Eligible (CE) Program  
Competitive Development Group (CDG) Program  
Implementation of AAC Career Management Policies  
Continuous Learning Points (CLP) Program  
Policy and Procedures Development

Acquisition Career Record Brief (ACRB) Management and Updates  
Individual Development Plan (IDP) Assistance  
Regional AETE Training  
Acquisition Tuition Assistance Program  
Five Year Rotational Review of CAP Incumbents  
Road Shows/Site Visits  
Customer Assistance for CAPPMS Issues  
Board Scrub and Preparation  
AAC and CAP Issues  
Manage RDAP Program

## PLANNING YOUR ACQ CAREER

- **Determine if you are in an A&TWF position**
- **How your ACF fits into the workforce**
- **Contact your ACQ Career Manager (ACM)**
- **Prepare an ACQ Career Record Brief (ACRB)**
- **Prepare and Maintain an Individual Development Plan**
- **Become Certified in your ACQ Career Field**
- **Commence Career-Broadening Activities**

# ACQUISITION CAREER FIELDS

## Acquisition Career

## Possible Civilian Job

<u>Field</u> 1515	<u>Series</u>
Program Management	301, 334, 340, 343, 391, 560, 8XX, 1101,
Contracting	1101, 1102
Industrial Property Mgmt	1103, 1150
Purchasing	1105, 1106
Quality, Manufacturing & Production	301, 660, 8XX, 1150, 13XX, 15XX, 1910
Business, Cost Estimating & Fin Mgt	343, 501, 505, 510, 560, 1515
Life Cycle Logistics	346, 8XX, 1515
Information Technology 1550	301, 334, 343, 391, 392, 854, 855, 1515,
Systems Planning, RD&E 1321, 1330, 15XX	301, 334, 391, 8XX, 1310, 1313, 1320,
Test & Evaluation Engineering 1550	310, 334, 391, 8XX, 13XX, 1515, 1520,
Facilities Engineering 1008, 1170/1, 13XX	018, 020, 028, 193, 04XX, 690, 08XX,
Logistics Sustainment*	TBD

\* New Career Fields - Pending full implementation of new Acquisition & Technology Workforce (A&TWF) definition.



## Career Fields Update...

- **Facilities Engineering/Management**
  - All facets of facilities engineering and management of DoD installations, facilities, civil works projects, airfields, roadways, and ocean facilities.
  - Assimilation Guidance finalized
  - 2 Phased assimilation approach Levels 1 and 2 NLT 01 Oct 2003 and Level 3 NLT 01 October 2004
- **Sustainment Logistics → LifeCycle Logistics**
  - Position Category Description (PCD) developed and approved; courses under development
  - Assimilation of Sustainment Logistics to commence NLT 01 Oct 2003
  - Will be briefed at the Joint Logistics Planning Board
- **Science and Technology Managers**
  - PCD and Career Track approved Apr 02, assimilation on going.
  - No Level I certification
  - Three new DAU courses being developed for level III certification.

## FY04 DAU COURSE UPDATE

- **CON 120 - (Apr 04)** Mandatory for certification
  - 2 week residence
  - Replaces CON 104B
  - CON 104A/B will be conducted in FY04
- **\*CON 110-113 - (Apr 04)** Mandatory for certification
  - 4 on-line courses, 170 hours
  - Replaces CON 101 and CON 104A
  - CON 101 and CON 104A/B will be conducted in FY04.
- **CON 250 - (Apr 04)** Assignment Specific CON 233
  - 1 week residence
- **CON 353 - (Oct 03)** Mandatory for certification
  - 9 class days, residence
  - Replaces CON 301/333

## FY04 DAU COURSE UPDATE

- **FE 201 - (Oct 03)** Mandatory for certification
    - On-line, 42 hours
  - **\*FE 301 - (3<sup>rd</sup> qtr)** Mandatory for certification
    - Hybrid course
  - **IND 100 - (Oct 03)** Mandatory for certification
    - 2 weeks residence
    - Replaces IND 101/102
  - **IND 200 - (Apr 04)**
    - 2 week residence
  - **LOG 235 - (Oct 04)** Mandatory for certification
    - Hybrid course, 1 week residence
    - Replaces LOG 203/204/205
- \* Projected in FY04, not on schedule yet

**NO SHOW  
POLICY  
IN EFFECT  
1 OCT 03**

# **ACQUISITION, LOGISTICS & TECHNOLOGY WORKFORCE TOOLS**

# CAPPMIS



## Career Acquisition Personnel & Position Management Information System

[Help](#)  
[About CAPPMIS](#)  
[HOME](#)

### Acquisition Workforce

- ACRB
- Blank ACRB
- IDP / CL
- Approved APL Positions
- AITAS Site

### Acquisition Mgrs/Staff

[Auth Users Only]

- Workforce Mgmt
- IDP Admin
- APL Review / Board
- PEO / PM Mgmt
- New User / New Career Mgr

### ! WELCOME !

This web site is designed as a resource for United States Army Acquisition Workforce Members, Army Acquisition Career Managers ( ACM ), the Acquisition Career Management Office ( ACMO ), and the Army Acquisition Executive Support Agency ( AAESA ). Our purpose is to provide an integrated suite of tools and up-to-date information to our customers to better manage and serve the Army Acquisition Workforce.

**PLEASE NOTE:** that most links will open *new browser windows* for easy return to this page.

### For the Acquisition WorkForce

Acquisition Workforce personnel wishing to access their [Acquisition Career Record Brief](#) ( ACRB ) or [Individual Development Plan/Continuous Learning](#) ( IDP/CL ) records will be required to login to the system using 128-bit encryption. This and other features of this Website require Netscape Navigator version 4x / Microsoft Internet Explorer version 4x or higher ( or comparable browser ) with cookies and Javascript support enabled.

### For the Acquisition Managers and Staff

Supervisors who need to approve employee IDP training or activities should use the "Supervisor Module" of the [normal IDP/CL site](#) . **DO NOT** use the "IDP Admin" button.

Career Managers desiring to use the [WorkForce Management module](#) must use the Citrix client. Application for a user account and download of the client software is available from the [New User/New Career Mgr](#) section of this site.



<https://rda.rdaisa.army.mil/cappmis/>

PREPARING FOR THE FUTURE

## Changed Via the ACM

## PREPARING FOR THE FUTURE



# AL&TWF INDIVIDUAL DEVELOPMENT PLAN

Required by Each AL&TWF Member

Automated Process

Two Modules

Individual Module

Supervisor Module

Agreement Between Individual and Supervisor

The screenshot shows a web browser window titled "IDP / Continuous Learning - Microsoft Internet Explorer provided by SARDA Internet Services". The address bar shows "http://sardata.any.nl/idp/iddprod/iddbase.chm". The main content area is titled "Individual Development Plan / Continuous Learning".

**POSITION INFORMATION**

This position data reflects what is on your ACRB/ORB.

Buttons: Blank ACRB, Your ACRB

Fields (all yellow):

- Name
- Title
- Pay Plan / Grade-Rank
- Series / AOC
- Command
- Personnel Office
- Organization
- Component
- Acquisition Position Number
- E-Mail Address: (with Change E-MAIL Address button)

**CURRENT POSITION / CERTIFICATION REQUIREMENT**

Fields (all yellow):

- Current Career Field
- Cert Level Required

**CERTIFICATIONS ACHIEVED**

Career Field Code	Career Field	Cert Level	Cert Date



# ATRRS INTERNET TRAINING APPLICATION SYSTEM (AITAS)

## ATRRS Internet Training Application System

[Main Menu](#)

### Student

- ☐ Prepare Application
- ☐ Review Application(s)
- ☐ Cancel Reservation/Wait
- ☐ Delete Application
- ☐ Update Profile
- ☐ Resend Supervisor Email(s)
- ☐ Course Lookup
- ☐ Logoff

### Help!

- ☐ FAQ
- ☐ How To's
- ☐ Links
- ☐ On-Site Information
- ☐ Contact Information
- ☐ AITAS Bulletin Board
- ☐ Hybrid Schedule



### Notice to First Time Users

The ATRRS Internet Training Application System (AITAS) is to be used by Army personnel (Civilian and Military) to submit training applications for Defense Acquisition University Training. This includes classroom and Internet/Distance Learning classes. No action will be taken on applications submitted by non-Army personnel.

### Warning & Usage Statement

This is a Department of Defense Computer System. This computer system, including all related equipment, networks, and network devices (specifically including Internet access) are provided only for authorized U.S. Government use. DoD computer systems may be monitored for all lawful purposes, including to ensure that their use is authorized, for management of the system, to facilitate protection against unauthorized access,

**<https://rda.rdaisa.army.mil/cappmis/>  
THEN CLICK ON "AITAS SITE"**

PREPARING FOR THE FUTURE

ATRRS Online - Help Desk DSN 225-2353/2060 - Microsoft Internet Explorer provided by USA RDA5IA

File Edit View Favorites Tools Help


Back Forward Stop Home Search Favorites Media Print

Address <https://www.atrrs.army.mil/channels/aitas/> Go Links

**ATRRS Internet Training Application System** Main Menu

25 Aug 2003

Microsoft Internet Explorer

 In an effort to reduce travel costs, DAU has installed a cost effective module to the training application phase of this system. In order to assist you in making the right choice for the training location, the letter "C" is to the left of the most cost effective training location. If you decide not to make this choice, you will be required to justify your reason in the pages that follow.

OK

**ATRRS Internet Training Application System** Main Menu

<b>CC</b>	<a href="#">FT BELVOIR (501)</a>	VA	14	20	0
<b>CC</b>	<a href="#">FT DETRICK (501)</a>	MD	1	18	0
<b>CC</b>	<a href="#">FT HUACHUCA (505)</a>	AZ	4	41	0
<b>CC</b>	<a href="#">FT LEAVENWORTH (701A)</a>	KS	1	20	0
<b>C CC</b>	<a href="#">FT MONMOUTH (501B)</a>	NJ	9	227	0

# **Certification and Continuous Learning**

# CERTIFICATION

- By Career Field
- Based on established education, training, and experience requirements
- Three levels
  - Level I: Through GS-08  
(or broadband equivalent); Captain
  - Level II: GS-09 - GS-12  
  
(or broadband equivalent); Major
  - Level III: GS-13 and above  
  
(or broadband equivalent); Major (P) and above
- Requirement for certification cannot be waived
- Can seek certification at higher level
- Multiple certifications highly encouraged

# MANDATORY TRAINING FOR CERTIFICATION

- DAWIA mandates that AL&TWF members meet established education, training, and experience standards for certification
- Vehicle for Army personnel to receive the training
- DAU catalog contains complete information on all courses (<http://www.dau.mil/>)
- Apply through CAPPMIS/AITAS
- **Fulfillment Program Available** (not preferred method)
  - Procedures and forms to request, review and approve fulfillment can be found at:  
<http://asc.rdaisa.army.mil/Policy/fulfillment.pdf>
- Some courses available for college credit

# CERTIFICATION PROCEDURES

- Download ACRB (<https://rda.rdaisa.army.mil/cappmis/>)
- Annotate required changes and sign ACRB
- Obtain signature of supervisor
- Complete and sign resume
- Send signed ACRB, **DAU course completion certificates** and resume to  
NE ASC
- Acquisition Career Manager (ACM) prepares certificate and forwards to the  
designated Certifying Official
- ACM will then forward originals to the employee and update ACRB via  
automated database (CAPPMIS)

# CONTINUOUS LEARNING POLICY

POLICY CHANGE 13 Sep 02

- Developed to help acquisition personnel stay current and proficient in achieving acquisition, technology and logistics excellence
- Major change – all members shall acquire a minimum of 40 CLPs every fiscal year or the mandatory requirement 80 CLPs within two years
- To achieve CLPs, complete initial or additional certification as well as leadership and management courses
- Employee/supervisor responsible for tracking (IDP is the vehicle for recording and tracking)
- SUPERVISOR AWARDS CLPS
- SUPERVISORS PLAY A KEY ROLE IN CONTINUOUS LEARNING

## MANAGER/SUPERVISOR RESPONSIBILITIES

- Designate Positions As AL&TWF IAW Refined Packard Definition; Notify CPAC/CPOC And Employees.
- Develop And Execute Individual Development Plans (IDPs) In Partnership With Employees
- Encourage And Support Your Employee's Career Development
- Ensure Employee's Meet Position Certification And Continuous Learning Mandate
- Approve Continuous Learning Points (CLPs) For Completed Training
- Ensure Employees Meet Position Certification And Continuous Learning Requirements
- Develop And Mentor Employees For Future Leadership Positions

**THE GROWTH AND DEVELOPMENT OF PEOPLE  
IS THE HIGHEST CALLING OF LEADERSHIP**



## EMPLOYEE RESPONSIBILITIES

- Know their position Acquisition Position Category (APC)
- Understand the Certification Standards for current position - Education, Training and Experience
- Develop and Execute IDP in partnership with Supervisor
- Achieve Acquisition Position Certification
- Accomplish Continuous Learning Policy Mandate
- Prepare and Maintain an IDP and ACRB
- Understand Corps Eligible and AAC Membership requirements – Apply When Eligible!
- Develop Leadership Skills and Apply for Future Leadership Positions
- Be Aware of What Opportunities the AL&TWF Can Provide

**Employee Ultimately Responsible for Their Career!!**

## AL&TWF MEMBER ADVANTAGES!

- More Competitive for Promotions
- Can Compete for Certain GS-14/15 & Broadband Equilvant Positions if AAC Qualified
- Eligible for Exciting Training and Educational Opportunities
- Participate in Career Broadening Assignments
- Reduces career stagnation/increases morale
- Enables you to Provide the Best Equipment and Support to the Warfighter!

***People, Partnership, Leadership:  
"It's about people making a difference."***

## Useful Web-Sites

### **Acquisition Support Center (ASC) home Page -**

<http://asc.rdaisa.army.mil/>

### **Individual Development Plan -**

<https://rda.rdaisa.army.mil/cappmis/idp/idpprod/login.cfm>

### **Acquisition Career Record Brief (ACRB) -**

<https://rda.rdaisa.army.mil/cappmis/idp/idpprod/login.cfm?app=acrb>

### **ATRRS Internet Training Application System (AITAS) -**

<https://www.atrrs.army.mil/channels/aitas/>

### **Defense Acquisition University (DAU) home page -**

<http://www.dau.mil/>

## Useful Web-Sites

### **DoD Continuous Learning Policy**

<http://www.acq.osd.mil/ar/policy.htm>

### **Acquisition Support Center (ASC) Policies and Procedures**

<http://asc.rdaisa.army.mil/info/policies/default.cfm>

### **SmartForce Catalog - Courses are FREE**

<https://www.atrrs.army.mil/channels/elearning/smartforce/sfCatalog.pdf>

### **Data-on-Demand**

<https://www.atrrs.army.mil/channels/dataondemand/>

### **Army Civilian Training Education & Development System (ACTEDS)**

<http://cpol.army.mil/train/acteds/index.html>